

Project NOW Inc. CAA

Job Description

Job Title: Assistant Teacher
Department: Head Start
Reports To: Program Supervisor/Site Supervisor
FLSA Status: Non-Exempt
Wage Grade: 4

Prepared By: Seabolt
Prepared Date: April 2018
Approved By: Policy Council
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SUMMARY: Functions as a member of Head Start team to provide comprehensive services in accordance with all regulations and program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties as assigned.

- Works cooperatively with teaching team to plan and provide daily early childhood education program at a center site. Follows proper procedures in the safe and healthy care of children, including those with special needs. Works with a 10-12 child caseload in individualization, observation and evaluation of each child.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Maintains a safe, healthy learning environment. Works cooperatively with staff to conduct daily site safety checks and daily child health checks. Assists w/meal service, sanitation and cleaning of site. Complies with Risk Management procedures.
- Assistant Teachers also filling the Advocate role due to shorter class times will have the following additional responsibilities: Assists parents in developing a Family Service Plan/Family Partnership Agreement with goals to accomplish during the Head Start year. Works with families to develop a list of community services and to make all appropriate referrals, including locating a source of primary health care and other services. Plans and conducts a minimum of two home visits with each family per program year. Provides parents with handbook, social services directory and other materials. Provides parent training and educational experiences on home visits. Maintain accurate records of home visit activities, submit home visit reports.
- Maintains regular communication with parents and actively encourages parent participation. Encourages parent volunteers for all program areas, meetings and other activities. Routinely attends parent activities. Assists in training center volunteers.
- Participates in supervisory meetings, center team meetings, in-services, visits, conferences, planning sessions, and staffings for the children and families as needed. Provides parent training and educational experiences in the center. Takes leadership role in the classroom in the absence of the Teacher/Advocate.
- Assists in recruitment of children in Head Start by collaborating with public school registrations, going door-to-door in service area, posting recruitment materials, distributing flyers, setting up registration sites, and other activities. Works with potential candidates in gathering registration documents and processing applications.
- **Weekly Responsibilities:** Submit lesson plans to Education Manager for review. Attendance and Child/Parent sign-in/out form submitted to HS office. In-Kind and activity sheets submitted to Office Manager.
- **Monthly Responsibilities:** Participate in monthly fire and tornado drills. Submit USDA Meal Participation form to HS Office Manager. Submit end of month report and emergency light/exit checklist to HS office.
- Maintains accurate records of center and home visit activities and submits all required reports, forms, records and expenses on time. This includes inventories, child observations and assessments, updates to child records, home visit reports, referrals, follow-ups and other family records. Assists in maintaining a classroom bulletin board containing required postings.
- Requires minimum age Nineteen (19) years to comply with regulations.
- Requires the ability to travel area-wide, and to access classroom sites and family homes to provide visits with the families.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from managers, families, staff and the general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.
- Requires ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver's license, reliable transportation, and proof of agency requirements for automobile insurance.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE: Requires a high school diploma or GED with CDA and 1 year of experience OR 18 hours of ECE with 1 year experience OR 2 years experience and must complete CDA within 1 year.

PHYSICAL DEMANDS and WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. These physical demands are as with handling children of pre-school age. Environment will be of a normal office environment and normal pre-school environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.